

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** XXX **ISSUE:** Standard
2. **DRD NO.:** **STD/MA-DMP**
3. **DATA TYPE:** 2
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Data Management Plan
7. **DESCRIPTION/USE:** To describe the contractor's plan for implementation of the data management requirements in compliance with the overall program, policies, and procedures.
8. **OPR:** ED03 9. **DM:**
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** 30 days after Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** One time, revise as required
13. **REMARKS:**
14. **INTERRELATIONSHIP:**
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Data Management Plan shall contain the methods and approaches for implementing the data management requirements.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Data Management Plan shall define the scope and depth of the contractor's efforts including management, organization, planning, and the relationship of the data management program to the contractor's other administrative and technical organizations. The plan shall specify the contractor's management policies and identify, by specific reference, standard practices and detailed work instructions to be used in implementing the data management program. The plan shall include the following elements: data management organization, data control procedures, data storage and retrieval procedures, subcontractor data control procedures, and special restrictions. The plan shall include a preliminary data submittal schedule for fulfilling submission of data in the specific quantities, media, and due dates required.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

NOTES TO STD/MA-DMP

Applicability Instructions:

This DRD is applicable to complex systems [such as manned mission to moon and beyond) where large volumes of data will be produced.

Note: For small solicitations that require data management, these requirements may be included in the Program/Project Plan.

Statement of Work Words:

The contractor shall prepare and deliver a Data Management Plan in accordance with DRD STD/MA-DMP.

NOTE:
These instructions on DRD applicability are not part of the DRD and should not be included in a DPD.